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- Bhatt, S. (1993). *Democracy in trade unions*. New Delhi. Uppal Publishing House.
- Bhatt, S. (2001). (2004). *Occupational social work in India: Opportunities and challenge*. Contemporary Social Work, Vol. XVII, October 2001.
- Bhatt, S., & Singh, A. P., (2015). *Social work practice: The changing context. The Readers Paradise*, New Delhi, ISBN: 978-93-82110-43-9
- Monappa, A. (2000). *Managing human resource*. New Delhi: M C Millan.
- National Association of Social Worker (NASW). (2017). Code of ethics. Retrieved on 14 May 2022, 2019 from <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>
- Saini, D. S. & Khan, S. S. (2000). *Human resource management perspective for the new era*. New Delhi: Response Books.

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DISCIPLINE SPECIFIC ELECTIVE COURSE – (DSE-): HUMAN RESOURCE MANAGEMENT

Credit distribution, Eligibility and Prerequisites of the Course

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
HUMAN RESOURCE MANAGEMENT DSE 23	4	3	0	1	12th Pass	NIL

Learning Objectives

The learning objectives of this course are as follows:

- To understand basic concepts of human resource management and organisation behaviour
- To provide requisite legal base to address the issue related to human resources in organisations
- To develop appropriate skills and competencies in managing human resources.

Learning outcomes

At the end of the semester the students will be able to

- Develop an understanding of the human resource system in the organisations
- Address the issues related to human resources in organisations
- Apply appropriate skills and competencies in managing and developing human resources.

SYLLABUS OF DSE- 23

Unit I : Human Resource Functions: Theory and Practice

15 Hours

Unit Description: This unit will provide a conceptual understanding of human resources systems in an organisation. This unit also focuses on emerging trends in the management of human resources.

Subtopics:

- Human Resource Management: Concept and perspectives
- Human Resource planning, recruitment, selection and on boarding.
- Performance management, compensation management, employee retention and HR automation tools.

Unit II: Developing Human Resources

15 Hours

Unit Description: This unit will introduce the students to the basic concept and approach of HRD. This unit engages students on core areas of HRD related to labour relations, employee support and assistantship programmes, CSR, work life balance.

Subtopics:

- HRD as a concept, goal, approaches, labour relations, CSR and development of human resources
- Learning organisation-concept, methods and practice
- Managing stress, counselling, work life balance, Employee assistance programmes.

Unit III: Organisation Behaviour

15 Hours

Unit Description: This unit will help to know about the organisation behaviour, its concept, typology and theories. Communication in work organisations.

Subtopics:

- Organisation Behaviour: Concept and Theories.
- Teams, Motivation and Leadership-traits, typology, and theories.
- Communication in organisations, employee engagement and diversity management

Unit IV: Legal Base for Practice

30 Hours

Unit Description: This unit will focus on the application of different legislation on labours and practice-based approach where students will learn to integrate theory and practice. The onus of the curriculum besides knowledge sharing and knowledge creation is on creativity, critical thinking and skill development. The student will prepare project on any one of the sub-topics.

Subtopics:

- Factories Act, 1948, Contract Labour Act, 1970, Trade Union Act, 1926 and Industrial Dispute Act 1947
- Legislations related to wages Minimum Wages Act, 1948; Payment of Wages Act 1936; Equal Remuneration Act, 1976 and Payment of Bonus Act 1965
- Workmen's Compensation Act, ESI Act, 1948 and Maternity Benefit Act, 1961.

Practical component (if any) – Unit IV application based

Essential readings

- Armstrong, M., Taylor, S. (2017): A Handbook of human resource management practice (14th ed.). London; Kogan Page.
- Daft, R. L. (2016). Organization: Theory and design (12th ed.). Mason, Ohio, USA: Cengage Learning
- Robbins, S. P., Judge, T. A., Millet, B., & Boyle, M. (2013). Organizational behavior, (7th). Australia : Pearson
- Mathis, R. L., Jackson, J. H., Valentine, S. R., & Maglich, P. A. (2016). Human resource management, (15th ed.). Boston, USA: Cengage Learning
- Silvera, D. M. (1990). Human resource management: The Indian experience. New Delhi: New India Publications.
- Pareek, U., & Rao, T. V. (2003). Designing and managing H R systems (3rd ed). New Delhi: Oxford & IBH Publishing.
- Pareek, U. (2016). Understanding organisational behavior. New Delhi: OUP.
- Mallick, P. L. (2002). Industrial law. Lucknow: Eastern Book Company

- Verma, A. , Kochan, A. T., & Lansbury, R . D. (1995). Employment relations in the growing Asian economics. London: Routledge
- Ramnarayan, S., & Rao, T. V. (2011). Organization development: Accelerating learning and transformation. New Delhi: Sage Publications
- Roychowdhury, A. (2018). Labour law reforms in India: All in the name of Jobs. New York: Routledge

Suggested Readings

- Agarwala, T. (2007). Strategic human resource management. New Delhi: OUP.
- Bratton, J., & Gold, J. (2017). Human resource management, theory and practice. London: Macmillan Press Ltd.
- Bridger, E. (2015). Employee engagement. USA: Kogan Page.
- Cohen, D. S. (2009). The talent edge: A behavioural approach to hiring, developing and keeping top performers. New York: John Wiley.
- Gordon, J. R. (2002). Organizational behaviour: A diagnostic approach (7th ed.) New Jersey: Pearson Education.
- Malhotra, O. P. (2015). The law of industrial disputes. 1 & 2. New Delhi: Lexis Nexis .
- Cameron, K. S., & Quinn, R. E. (2011). Diagnosing and changing organisational culture. SFO, CA,USA: Jossey- Bass
- Monappa, A., Nambudiri, R., & Selvaraj, P. (2012). Industrial relations and labour laws. New Delhi: Tata Mc Graw
- Rao, T . V. (2014). HRD audit: Evaluating the human resource functions for business improvement. New Delhi, India: Sage
- Schein, E. H. (2017). Organisational culture and leadership. SFO, CA,USA: JosseyBass

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